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## C-A OPERATIONS PROCEDURES MANUAL

### ATTACHMENT

#### 1.4.5.a C-A Hand Process Change Form and Flow Chart

C-A OPM Procedures in which this Attachment is used.
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1.4.5		

#### Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved: \_\_\_\_\_ **Signature On File** \_\_\_\_\_  
Collider-Accelerator Department Chairman Date

P. Sampson

### C-A DEPARTMENT HAND PROCESS CHANGE FORM

1. HPC # \_\_\_\_\_  
 Name Of the person making the hand process change: \_\_\_\_\_  
 Procedure # Title: \_\_\_\_\_  
 Safety Category (check one): A (yellow) \_\_\_\_\_ B. (white) \_\_\_\_\_  
 Minimum number of personnel needed to meet training requirements \_\_\_\_\_

2.

Training Method	Check One	Training Method	Check One
Read and Sign		Simulate	
OJT		Observe	
Perform		Discussion	

**Names Of Persons or job classification to be trained:**

3.

Print Name	Print Name	Print Name

**Names Of Persons who may act as trainers in addition to the author:**

4.

_____ _____
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5.

Approved: _____	Date: _____
Department Chairman, or ESHQ Associate Chair, or ESHQ Division Head	

6.

Reviewer: _____	Date: _____
MCR Group Leader or ESHQ Division Head	
HPC Log book entry completed? Yes or No _____	
MCR OPM Title Page entries completed? Yes or No _____	
Signature of MCR Group Leader: _____ Date: _____	

7.

<b><u>Note:</u></b> Copies of HPC Form, HPC Training Sign-Off Sheet and OPM changes must be sent by the MCR Group Leader to C-A Training and Procedure Manager. Copies of the HPC Form, HPC Training Sign-off Sheet and OPM Changes must be maintained in the HPC Log in the MCR until the HPC is made into a permanent change.
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### Flow Chart for Tracking Hand Process Changes (HPC)

